

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2305 Annual Organizational Meeting**

**Reference:**

Education Code Section 72000(c)(2)(A)

The Board will hold an annual organizational meeting at its December Board meeting. In years when Trustees are elected, the annual organizational meeting of the Board will be held within 15 days after the second Friday in December.

The following tasks shall be listed under Board Organization and included on the agenda of the Board's annual organizational meeting:

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates, and locations for the following year, including: Board Self-Evaluation (BP2745), Evaluation of the Chancellor (BP2435), Brown Act and Ethics Presentations, Review of District and College Foundations, and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 2200 (Board Duties and Responsibilities)
- Reaffirmation of Board Policy 2735 (Board Member Travel)
- Reaffirmation of Board Policy 2715 (Code of Ethics/Standards of Practice)
- Reaffirmation of Board Policy 3821 (Gift Ban Policy)
- Reaffirmation of Board Policy 6320 (Investments)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district

At the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

**Revised: October 8, 2012 (Previously BP9013)**  
**Revised: March 14, 2016**  
**Revised: April 10, 2023**  
**Revised: April 14, 2025**  
**Revised: June 9, 2025**